



OFFICE OF THE STATE FIRE MARSHAL



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Plan Submittal Guidelines for Charter Schools

This guideline was designed for the first time submitter of plans to this Office. The information below is generally what is needed to submit for the site you intend to use as a charter school. There may be some instances where situations may not be covered in these general guidelines which will be handled on a case by case basis.

✓ **Boxes** (Use for your convenience)

- ☐ **Submit 2 (two) identical sets of plans and specifications.** *Plans and specifications don't have to be in any particular format or paper size, as long as the plans are easy to read, and are drawn to a scale.*
- ☐ **Submit a Site Plan.** *On the site plan show all the buildings and roads, parking spaces or other features that can be used for fire department access roadway, and the locations of fire hydrants. Fire department access roadway is required to be 20' wide min., all weather surface, extended to within 150' from the edge of the roadway to the most remote exterior portions of the building to be protected. At least 1 fire hydrant is required to protect the buildings on site, but in no case shall any single fire hydrant be located more than 500' from any of the buildings to be protected.*
- ☐ **Submit Floor Plans.** *The floor plans should reflect all interior features of each of the buildings. Make sure that exits are plainly shown, and that each floor plan is drawn to scale. Include what each room or building is used for, even if there are multi-tenants*
- ☐ **Submit Fire Alarm System Plans and Specifications.** *The fire alarm system should reflect as closely as possible the actual installation of the fire alarm. Include all the devices, wiring and locations of each on the plans. Fire Alarm System is required to be Class A in operation. Specifications of all the equipment should reflect the Class A operation requirement. Plans should be drawn to scale.*
- ☐ **Submit Fire Sprinkler System Plans (if installed).** *Plans for the installation of a fire Sprinkler system should be as detailed as possible and include all piping, sprinkler heads and hangers. If the system is calculated, a complete set of the calculations should be included. Part of every fire sprinkler system is the actual water flow in the vicinity of your proposed installation. Include an updated fire flow test as part of the submittal.*
- ☐ **Submit a fully filled out Permit Application Form.** *This form is easy to fill out, and can be obtained from this Office.*

There may be additional items not mentioned in this list that you may want to include as part of your submittal. For additional information please call 602-255-4964 Jeannette Dlugosch, extension 219.
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